

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: City Prosecutor

BAND	GRADE	
E	921	
DEPARTMENT: Legal	ACCOUNTABLE TO: City Attorney	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbent is responsible for managing and conducting all litigation of misdemeanor criminal matters filed in the City Court by a law enforcement agency within the jurisdiction of Lake Havasu City. The City Prosecutor also prepares, files, and prosecutes cases filed that require litigation to enforce victim's rights and advocacy programs, planning, zoning and fire codes and ordinances.		
DISTINGUISHING CHARACTERISTICS: The City Prosecutor is the first level of a two level prosecuting attorney series. The City Prosecutor is distinguished from the Assistant City Prosecutor by the managerial and supervisory responsibility for the functional area. The City Prosecutor is an unclassified (appointed) position that serves at the pleasure of the City Attorney.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Manages all aspects of prosecution and victim assistance programs and supervises staff to include assigning and reviewing work, evaluating performance, handling disciplinary actions, and monitoring and complying with Arizona State Bar CLE, ethics and professionalism standards.	Daily	
2.	Sets and implements goals and objectives of the prosecution and victim's assistance functions by enforcing laws; evaluating operations; making improvements or changes; and, coordinating activities with other departments and agencies.	Daily	
3.	Prepares and prosecutes all misdemeanor criminal cases which include: arraignments, pre-trial conferences, evidentiary, visitation, omnibus, status and sentence hearings, negotiating settlements, appeals, etc.	Daily	
4.	Reviews cases for authorization or declination of charges; reviews police reports for legal correctness and to make appropriate charging decisions.	Daily	
5.	Prepares letters, correspondence, and memoranda regarding legal issues.	Daily	

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6.	Conducts pre-trial conferences with defendants, public defender or private counsel.	Weekly	
7.	Reviews court procedures, trial requirements and cases with police officers; prepare victims and witnesses for bench or jury trial.	Weekly	
8.	Researches and analyzes case law; drafts motions, trial and appellate briefs.	Weekly	
9.	Negotiates settlements with proper defendants, public defenders and private counsel.	Daily	
10.	Develops policies and procedures consistent with legal authority and city requirements.	As Required	
11.	Prepares the budget; monitors and approves expenditures.	Monthly	
12.	Trains various departments and agencies regarding criminal procedure and policy.	As Required	
13.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Leadership and management theories and principles;
- Arizona State Bar Ethics rules and professionalism standards, particularly as they relate to prosecutors;
- Arizona criminal law, including state and local statutes and ordinances;
- Rules of criminal procedure, evidence, police procedures and department structure;
- Victim's rights and advocacy programs;
- Alternatives to prosecution such as diversion programs; and
- Legal research methods and procedures.

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Skills (position requirements at entry):

Skill in:

- Reviewing and evaluating staff;
- Performing legal research;
- Interpreting laws, regulations and ordinances;
- Drafting legal documents;
- Prosecuting cases in municipal court;
- Negotiating settlements;
- Managing operations of a City Prosecutor's office;
- Organizing and managing multiple problems;
- Resolving problems and handling sensitive matters;
- Communication, interpersonal skills as applied to interaction with supervisor, local, state and federal elected officials, coworkers, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Juris Doctorate and three years of experience practicing law, with emphasis in criminal prosecution at a State, County or Municipal level that includes bench and jury trial work; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Admission to the Arizona State Bar.

Special Requirements

- Fifteen (15) hours of continuing legal education, including three (3) hours in ethics must be completed annually as a condition of employment.

Physical Requirements:

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Lake Havasu City Human Resources (SM)

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